

## Summer Camps – Campers and Parents Information



### INFORMATION ABOUT THE CAMP

#### MEET UP LOCATION:

Parents will drop off their camper every morning at the Alliance Française of Manitoba located at: **934 CORYDON AVE, Winnipeg**, and pick up their children every afternoon at the same place.

#### CLASSES' LOCATION:

Summer camps are held at the Alliance Française of Manitoba located at **934 CORYDON AVE, Winnipeg**. The afternoon activities may take place at different locations. You will be notified every day about the location of these activities.

#### DAYCARE SERVICES:

The Alliance Française of Manitoba offers a free daycare service for its campers at our location from 8.30AM to 9.00AM and from 4.00PM to 4.30PM. **Please note that our office closes at 7:30PM.**

#### PICK UP:

The camp ends at 4.30 p.m. If you want your child or teenager to leave our premises without an adult, we need the parent's authorization. A camper that does not have this permission will not be permitted to leave our premises without a parent or authorized adult.

#### ABSENCES:

Teachers will take attendance every morning. If a camper is absent we will contact the child or teenager's parent to inform him unless we were notified by the parent.

The parent must drop the camper at the AFM's reception desk – even if it is after the beginning of the class. The camper will be escorted to his class by a member of the staff. **Do not drop off your children or teenager at any other location**, classes may change location on a daily basis and based on activities.

#### MEDICAL CONDITIONS:

If your child needs medication or has a special medical condition, please notify the staff on the following form. If your children has special needs, do not hesitate to contact us by email or phone to give us more information.

#### MEALS:

Every camper must bring its own lunch, snacks, and water bottle

## Summer Camps – Campers and Parents Information



### PEANUT AND NUT ALLERGIES:

As some children who attend summer camps may be severely allergic to nuts and peanuts, we kindly ask that you provide nut-free meals only.

If your children suffer from allergies, please notify us in the form below.

### WHAT TO BRING:

In order to participate to all activities, campers must be dressed appropriately (long pants, shorts, t-shirts, comfortable footwear, socks, rain coat, etc.). Jewelry, toys, electronics, playing cards and phones will not be permitted during classes and organized activities. A teacher may request that a camper put away anything that creates distraction to the rest of the class.

No camper may carry non-prescription drugs, alcohol or dangerous item (pocket knife, sling shot, etc.). We will return home any camper that does not follow these rules for the safety of other campers.

Do not bring with you anything of value; we are not responsible if it is lost, broken or stolen. There are no lockers available for valuables.

Each camper must have these items and have them properly identified:

- Sunscreen;
- A hat;
- A lunch;
- A water bottle
- Weather appropriate clothing (rain jacket, sweater, etc.)

You do not need to bring any money for the activities during the camp. There will be no opportunities for the camper to leave during camp hours to make any purchase (this includes food during lunch).

## Summer Camps – Campers and Parents Information



### REFUND, CANCELLATIONS, AND TRANSFERS

**ALL CANCELLATIONS, CHANGES, TRANSFERS ARE SUBJECT TO THE POLICY BELOW. NO EXCEPTIONS WILL BE MADE.**

- All cancellations must be made in writing and sent to [info@afmanitoba.ca](mailto:info@afmanitoba.ca)
- Refunds will only be issued for sessions cancelled at least 2 weeks prior to the first day of camp. A \$50.00 cancellation fee per children, per session will be applied.
- No refund will be given for withdrawal within 2 weeks before the first day of the camp.
- Refund for medical reasons will be granted upon presentation of a medical note to the AFM. The request must be sent to [info@afmanitoba.ca](mailto:info@afmanitoba.ca) with any accompanying document(s).
- There will be no pro-rated refunds for a missed day under any circumstances. There will be no refunds for non- participation to an activity organized by the AFC.
- Transfers will be accepted up to two weeks before the beginning of the earliest session's beginning date provided there is availability.
  - o All request must be done in writing and sent to [info@afmanitoba.ca](mailto:info@afmanitoba.ca)
  - o A \$25.00 fee will be charged for the transfer.
- A \$25.00 administrative charge for a NSF cheque.

## RELEASE AND AUTHORIZATION FORM

### Parent's Contact Information

Last Name, First Name	
Street Address	
City, Province, Postal Code	
Home Phone	
Mobile Phone	
E-Mail Address	

### Child #1 Information

Last Name, First Name		Age	
Food Allergies	No	Yes, allergic to:	
Medical Condition	No	Yes,	
Level of French	Total beginner immersion	in FSL	in French
		Years of Studies:	

**Summer Camps –  
Campers and Parents  
Information**



**Child #2 Information**

Last Name, First Name		Age	
Food Allergies	No Yes, allergic to:		
Medical Condition	No Yes,		
Level of French	Total beginner immersion	in FSL	in French Years of Studies:

**Child #3 Information**

Last Name, First Name		Age	
Food Allergies	No Yes, allergic to:		
Medical Condition	No Yes,		
Level of French	Total beginner immersion	in FSL	in French Years of Studies:

**Emergency Contact**

Last Name, First Name	
Home Phone	
Mobile Phone	
Relation to Child	

**Emergency Contact**

Last Name, First Name	
Home Phone	
Mobile Phone	
Relation to Child	

## Summer Camps – Campers and Parents Information



### Camper's Pick Up or Release

A parent may authorize another person to pick up the child; the AFM will not release the children into the care of another person unless previously authorized by the parent.

Last Name, First Name	
Relation to Child	

### Discharge

*Please read each element before signing the document.*

- ✓ I understand that the participation in any children's activity can result in injury. I do not hold the Alliance Française of Manitoba (AFM) staff liable in case of injury or death arising during the period of registration
- ✓ I understand that I have to drop off and pick up my child or teenager at the AFM's office. The AFM is not responsible for any camper outside of the premises outside of the daycare hours.
- ✓ I will notify the AFM in writing at [info@afmanitoba.ca](mailto:info@afmanitoba.ca) if my child or teenager has to be absent.
- ✓ I understand that children or teenagers will not be authorized to leave the premises during the day camp.
- ✓ I understand that children or teenagers will only be authorized to leave the premises alone if he has been authorized in the "Camper's Pick Up or Release" section above.
- ✓ I understand that I must drop off and pick up my children or teenager during the daycare period unless other arrangements have been made with the AFM's administrative staff.
- ✓ I understand that no other adult may pick up my child or teenager unless otherwise specified in the form above.
- ✓ I understand that any children or teenager that does not respect fellow campers, the AFM staff, and the safety rules set in place by the AFM will not be allowed to return to camp and may be asked to leave early. I am responsible to organize transport should my child or teenager be expelled.
- ✓ I hereby give permission to my child or teenager to participate in any activities the AFM organizes, these include trips away from the AFM's office.
- ✓ I understand that neither the AFM nor its staff is responsible for lost, stolen or damaged personal property during camp and daycare hours.
- ✓ I understand that planned activities and program may change during the camp.
- ✓ I understand that no peanut or nut product will be permitted.
- ✓ I understand the refund, cancellation and transfer policies.

### Agreement and Signature

By signing this, I agree to all the above information and agree to abide by the conditions outlined.

Name (printed)	
Date	
Signature	